

BROOKLYN CHILD CARE Inc.
800 POLY PLACE
BROOKLYN NY 11209

May 30, 2017

IMPORTANT New LATE PICK UP POLICY

All children must be picked up by 5:45 pm. It is upsetting for children to have to wait for their parent after all other children have been dismissed. If for any reason you will be late at dismissal, it is imperative that you make other arrangements for someone to pick up your child and alert our staff.

*****If you pick up your child later than 5:45pm you will be charged \$2 per minute. This money goes directly to the two teachers in the afternoon please pay them as soon as possible. This will be payable to the teachers, upon arrival the next day and not to the center. This lateness will be documented and put in child's file. If a family is late to pick up their child more than 3 times a month the director will have a meeting with the family to discuss this lateness occurrence. If family is unable to comply they may be subject to one day probation of extended day period if enrolled or if in the toddler class a full day of probation will occur. Your FREE UPK enrollment will not be given probation but you will still pay a late fee after 2:50pm which is \$2 per minute. We will use the clock on the school. Please synch your watch with our school to be equally the same.

PLEASE SIGN AND RETURN

I UNDERSTAND THE NEW LATE FEE POLICY

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PARENT PRINT NAME _____

PARENT SIGNATURE _____

CHILD NAME _____

DATE _____